

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Library District Board of Trustees
Tuesday, June 28, 2022 at 6:00 p.m.
Blanchard Community Library
119 N. 8th St., Santa Paula, CA 93060.

AGENDA

THIS MEETING WILL BE HELD IN PERSON AT THE LIBRARY

A. CALL TO ORDER

B. APPROVAL OF THE ORDER OF THE AGENDA

C. PUBLIC COMMENT

Public comments are welcomed and encouraged. The President of the Board will acknowledge visitors wishing to speak on a topic not on the regular Board agenda. The Board is prohibited from taking action on any item not part of the printed agenda. When addressing the Library Board, please stand to be recognized by the Board President, state your full name and address, and direct your comments to the entire Library Board.

For members in the audience wishing to speak on an Agenda item, the President will announce the item and request the staff or a Board member to give a brief summary. The Board will have an opportunity to ask questions, following which the President will ask whether anyone else wishes to comment. Then the Board will discuss the item and take the appropriate action.

The Library Board of Trustees requests that speakers conduct themselves with civility and keep in mind the rights and well-being of all members of the Santa Paula community.

D. APPROVAL OF MINUTES

- a. Approval of Minutes: Meeting of May 24, 2022

E. REPORTS

- a. Financial Reports—May 2022
- b. Friends of the Library

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

G. OLD BUSINESS

- a. Update on Library Renovation (information, discussion, possible action)
- b. Update on Changes in Black Gold Library Cooperative Structure (information, discussion, possible action)
- c. 2022-2023 Budget Approval (information, discussion, possible action)
- d. 2022-23 Contract for the District Director (information, discussion, possible action)

H. NEW BUSINESS

- a. Lump Sum Payment of 2022-23 Unfunded Accrued Pension Liability (information, discussion, possible action)
- b. 2022 Santa Paula Society of the Arts Annual Art Show Schedule (information, discussion, possible action)

I. REPORTS (CONTINUED)

- a. Staff Reports
 - i. Public Services Reports
 - ii. Facilities Report
 - iii. District Director's Report
- b. Board Committees
 - i. Finance
 - ii. Human Resources
 - iii. Strategic Plan Teams
 - 1. Visioning/Strategic Plan
 - 2. Fundraising/Grants

J. FUTURE AGENDA ITEMS

K. UPCOMING MEETING DATES

Regular Meeting July 26, 2022

L. ADJOURNMENT

In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact Ned Branch, District Director of the Blanchard/Santa Paula Community Library, at 805-525-3615 x301. Notification 48 hours before the meeting will enable reasonable arrangements to be made.

REGULAR MEETING OF JUNE 28, 2022
D. APPROVAL OF MINUTES

1. Approval of Minutes
 - a. Regular Meeting of May 24, 2022

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, May, 24, 2022

A. CALL TO ORDER---The Meeting was called to order at 6:05 PM by Board Vice-President Christine Eilar. Trustees Laura Phillips and Miriam Zamora were in attendance, a quorum established. Trustees Ron Merson and Ricardo Reyes were absent. District Director Ned Branch was present.

B. APPROVAL OF THE ORDER OF AGENDA- Unanimously approved (Phillips/Zamora 3-0).

C. PUBLIC COMMENT ON NON-AGENDA ITEMS--- None.

D. APPROVAL OF MINUTES---The Minutes of the Regular Meeting on April 26, 2022 were unanimously approved (Eilar/Phillips 3-0) with the following amendments requested by Trustee Phillips:

- a. Friends of the Library is donating \$5,200 for Summer Reading, youth book club, and family events.
- b. May special sale will be ½ price collectible books.
- c. FOL books will also be offered at the May 4 Senior Health Fair.

E. REPORTS ---

- a. Director Branch presented the Financial Reports for review. Received and filed. (Zamora/Phillips 3-0)
 - i. Variances are the same as previous months.
- b. Friends of the Library (FOL) - Trustee Phillips: June special sale will be ½ price travel and cooking books; there are many new books available for sale.

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS ---

- a. Trustee Phillips reported that a folk concert will be given at the Unitarian Church.
- b. Trustee Zamora asked if the fine policy had changed as a result of the ILS change. Director Branch stated that the policy had not changed, but it was possible that there were some hiccups during the conversion and he would look into it.

G. OLD BUSINESS--- Director Branch

- a. Library Renovation Update –
 - i. The library is still waiting to hear back regarding the grant application for the roof and HVAC work which was filed on March 21.
 - ii. The board discussed interior renovation and furniture drawings presented by Director Branch.
 - iii. Trustees requested more of a variety of seating, including comfortable chairs, and questioned the usefulness of so many groups of four chairs around a table. Child-sized comfortable seating and comfortable sofas for parents and children were suggested for the children’s area, as opposed to the formal-looking sofas presented in the furniture plan. Trustee Zamora presented images of some examples of varied and comfortable seating and will forward more images showing ideas for furniture in the children’s area.

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, May, 24, 2022

- iv. Trustee Zamora again requested that the computers in the children's area be moved to an area that is less visible from the easy reader and picture book sections, possibly near the children's non-fiction section.
- b. Black Gold patrons no longer have access to the Santa Barbara and San Luis Obispo catalogs. The libraries will officially be out of the system on July 30. Per the current budget, Blanchard's Black Gold fees for 2022-2023 will not increase.

H. NEW BUSINESS ---

- a. The Board unanimously approved a resolution requesting consolidation with the other elections to be held on November 8, 2022. (Phillips/Zamora 3-0)
- b. The Board unanimously approved a resolution establishing a policy of resolving a tie vote by lot. (Zamora/Phillips 3-0)
- c. The Board assigned negotiation of District Director's contract to the H.R. Committee. (Zamora/Eilar 3-0)
- d. The Board discussed a draft of the 2022-2023 budget presented by Director Branch.
- e. The Board unanimously agreed to adopt an appropriations limit of \$1,012,467 for the 2022-2023 fiscal year. (Zamora/Phillips 3-0)

I. REPORTS (continued)

- a. Staff Reports
 - i. Public services - Updates were reviewed. Trustees requested that items planned for the upcoming month be included in the reports, in addition to past events.
 - ii. Facilities Report – covered in Old Business
 - iii. District Director's Report -
 - 1. Statistics were reviewed.
 - 2. Edison will be turning off power from 10pm-6am on 5/31 – 6/1.
- b. Board Committees
 - i. Finance --- None
 - ii. Human Resources --- The committee will meet with Director Branch to review the contract for the coming year.
 - iii. Strategic Plan Teams –
 - 1. Visioning/Strategic Plan - The next community discussion is scheduled for June 4. The following meeting may be scheduled for June 25 for better availability for Olivia, Justin, and Ilene.
 - 2. Fundraising/Grants – None
 - iv. Endowment Committee – Elaine Hunt, who started the Literacy Program, gave a donation to the Endowment fund for \$40,000.

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, May, 24, 2022

J. FUTURE AGENDA ITEMS--- The Board agreed to include the following future Agenda items: District Director contract, budget, review of building projects

UPCOMING MEETING DATE--- The next regular meeting will be June 28, 2022 at 6:00 PM.

ADJOURNMENT---There being no further business, the Regular Meeting was adjourned at 8:18 PM. (Phillips/Zamora 3-0)

Library Board Clerk

ATTEST:

District Director

REGULAR MEETING OF JUNE 28, 2022
E(a). REPORTS: FINANCIAL REPORTS

1. Receive and file May 2022 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

BUDGET VARIATIONS AND SUMMARIES

YTD as of May 2022 - Month 11 of 12

SIGNIFICANT VARIANCES FROM BUDGET

		ACTUAL	BUDGET		
Income	Property Tax	\$ 916,024	\$ 882,730	3.8%	Unbudgeted parcel taxes received-possibly delinquent
	Grants	\$ 94,147	\$ 69,323	35.8%	Larger than expected State Library Literacy grant. ZIP books grant.
	Donations- YTD	\$ 32,490	\$ 37,990	-14.5%	
Expense	Salaries & Benefits	\$ 549,121	\$ 621,440	-11.6%	One staff member on maternity leave for four months
	Computer Services	\$ 64,464	\$ 75,110	-14.2%	Hoopla no longer categorized as Computer Services
	Collection Development	\$ 64,670	\$ 43,780	47.7%	Hoopla transferred from Computer Services to Databases. WiFi hotspots higher than budgeted. Zip books was unbudgeted expense.
	Programs	\$ 7,334	\$ 28,040	-73.8%	Delay in resuming congregate programs due to COVID
	Promotion & Public Relations	\$ 1,912	\$ 5,317	-64.0%	
	Insurance	\$ 20,290	\$ 20,240	0.2%	September amortization expense posted twice. Actual expense is \$1,844 higher. Will even out in April.
	Office Expenses	\$ 9,361	\$ 12,870	-27.3%	
	Payroll Processing	\$ 3,230	\$ -		New payroll service previously paid as part of now-discontinued accounting service.
	Professional Services	\$ 19,467	\$ 28,620	-32.0%	Have not received final bills from auditors and from actuary. Accounting service brought in house reduced expense.
	Building Maintenance	\$ 13,094	\$ 17,690	-26.0%	Few repairs. Repairs don't happen often but when they do, they tend to be expensive.
Utilities	\$ 35,880	\$ 33,000	8.7%	Summertime cooling costs. Budget is based on monthly average, not actual usage. Over budget	

BUDGET SUMMARY

	20-21 YTD Actual	21-22 YTD Actual	21-22 YTD Budget	YTD Variance	21-22 Annual Budget
Income	\$ 974,551	\$ 1,045,423	\$ 991,183	5.5%	\$ 993,873
Expense	\$ 866,664	\$ 811,734	\$ 914,417	-11.2%	\$ 992,800
Other					
Income	\$ -	\$ -	\$ -		\$ -
Expense	\$ -	\$ -			

Blanchard/Santa Paula Library District
Balance Sheet
 As of May 31, 2022

	May 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1010.10 · General Fund	41,805.14
Payroll (Checking Account - Payroll)	23,868.52
Literacy	25,843.25
1020 · Book Trust Account	13,826.54
1010.20 · County Accounts	1,289,176.28
Investment Accounts	395,716.71
Building Fund	105,281.00
1010.40 · Santa Paula City	222,037.59
Blake	47,400.64
1015.10 · Petty Cash - General	380.00
1016.10 · Copy Machine Change Fund	31.40
Total Checking/Savings	2,165,367.07
Other Current Assets	
1063.10 · Prepaid Expenses	14,388.49
Total Other Current Assets	14,388.49
Total Current Assets	2,179,755.56
Fixed Assets	780,280.47
TOTAL ASSETS	2,960,036.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	27,303.71
Credit Cards	1,547.23
Other Current Liabilities	
Deferred Revenue	224.98
2100.10 · Payroll Liabilities	6,701.07
2572.10 · Compensated Absences	38,030.00
Total Other Current Liabilities	44,956.05
Total Current Liabilities	73,806.99
Total Liabilities	73,806.99
Equity	
Fund Bal Offset - Comp. Absence	-38,030.00
31300 · Perm. Restricted Net Assets (Other Income)	340,845.14
3704.10 · Investment Gen. Fixed Asset	755,308.22
3901.10 · Fund Balance - General	1,558,949.88
Net Income	269,155.80
Total Equity	2,886,229.04
TOTAL LIABILITIES & EQUITY	2,960,036.03

Blanchard/Santa Paula Library District Profit & Loss Budget Performance May 2022

	May 22	Budget	Jul '21 - May 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Property Taxes	73,655.36	65,500.00	916,024.68	882,730.00	883,230.00
4700 · Grants	0.00	0.00	94,147.00	69,323.00	69,323.00
4600 · Donations	5,246.50	2,090.00	32,490.50	37,990.00	40,080.00
4800 · Library Services	268.01	100.00	2,494.77	1,140.00	1,240.00
4900 · Miscellaneous Income	21.25		263.88		
Interest Income	0.38		2.56		
Total Income	79,191.50	67,690.00	1,045,423.39	991,183.00	993,873.00
Gross Profit	79,191.50	67,690.00	1,045,423.39	991,183.00	993,873.00
Expense					
*Reconciliation Discrepancies	0.00		0.00		
Salaries & Employee Benefits					
Salaries	39,328.59	44,320.00	395,260.01	458,780.00	503,100.00
Payroll Tax	3,149.78	3,640.00	32,038.12	38,440.00	42,080.00
Retirement	5,779.24	6,180.00	63,189.25	67,620.00	73,800.00
Health Insurance	5,164.86	4,930.00	57,127.59	54,230.00	59,160.00
Insurance- Workers Comp.	144.19	170.00	1,506.15	2,370.00	2,540.00
Salaries & Employee Benefits - Other	0.00	0.00	0.00	0.00	0.00
Total Salaries & Employee Benefits	53,566.66	59,240.00	549,121.12	621,440.00	680,680.00
Services					
Computer Services	859.30	1,010.00	64,464.12	75,110.00	76,120.00
Collection Development					
AV Materials	283.71	400.00	4,679.59	4,400.00	4,800.00
Books	10,491.73	2,180.00	37,045.28	23,980.00	26,160.00
Databases	0.00	690.00	10,647.92	7,590.00	8,280.00
WiFi Hot Spots	370.98	500.00	8,702.93	5,500.00	6,000.00
Periodicals	231.70	210.00	3,513.90	2,310.00	2,520.00
Collection Development - Other	0.00	0.00	80.00	0.00	0.00
Total Collection Development	11,378.12	3,980.00	64,669.62	43,780.00	47,760.00
Library Supplies	519.42	170.00	2,405.77	1,870.00	2,040.00
Memberships & Dues Programs	265.33	420.00	3,878.97	4,620.00	5,040.00
Adult Programs	51.46	380.00	684.95	4,180.00	4,560.00
Young Adult Programs	0.00	420.00	264.61	4,620.00	5,040.00
Children's Programs	1,540.04	1,170.00	3,689.20	12,870.00	14,040.00
Literacy Programs	905.11	670.00	2,695.62	7,370.00	8,040.00
Programs - Other	0.00	0.00	0.00	0.00	0.00
Total Programs	2,496.61	2,640.00	7,334.38	29,040.00	31,680.00
Promotion & Public Relations	29.99	483.34	1,911.77	5,316.66	5,800.00
Travel and Meetings	0.00	180.00	41.98	1,980.00	2,160.00
Services - Other	0.00	0.00	0.00	0.00	0.00
Total Services	15,548.77	8,883.34	144,706.61	161,716.66	170,600.00
Administration					
Advertising	0.00	30.00	0.00	330.00	360.00
Bank Charges	132.53	40.00	784.66	440.00	480.00
Insurance	0.00	1,840.00	20,289.72	20,240.00	22,080.00
Miscellaneous	0.00		130.20		
Office Expenses (Office expenses)	742.92	1,170.00	9,360.64	12,870.00	14,040.00
Payroll Processing	253.31		3,229.89		
Professional Services	39.40	1,420.00	19,467.33	28,620.00	30,040.00
Public & Legal Notices	0.00		80.20		
Staff Development & Recognition	0.00	170.00	397.47	1,870.00	2,040.00
Strategic Planning	0.00		1,004.90	3,000.00	3,000.00
Telephone Expense	317.05	360.00	3,497.56	3,960.00	4,320.00
Administration - Other	0.00	0.00	0.00	0.00	0.00
Total Administration	1,485.21	5,030.00	58,242.57	71,330.00	76,360.00
Facilities					

Blanchard/Santa Paula Library District Profit & Loss Budget Performance May 2022

	May 22	Budget	Jul '21 - May 22	YTD Budget	Annual Budget
Janitorial Services & Supplies	1,119.09	840.00	10,689.81	9,240.00	10,080.00
Repairs & Maintenance	1,737.32	1,390.00	13,094.10	17,690.00	19,080.00
Utilities (Utilities)	2,982.24	3,000.00	35,880.16	33,000.00	36,000.00
Facilities - Other	0.00	0.00	0.00	0.00	0.00
Total Facilities	5,838.65	5,230.00	59,664.07	59,930.00	65,160.00
Total Expense	76,439.29	78,383.34	811,734.37	914,416.66	992,800.00
Net Ordinary Income	2,752.21	-10,693.34	233,689.02	76,766.34	1,073.00
Other Income/Expense					
Other Income					
Extraordinary Income (Extraordinary Income)	0.00		5,418.83		
Library Impact Fees	0.00		30,047.95		
Total Other Income	0.00		35,466.78		
Other Expense					
Extraordinary Expenses	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	35,466.78	0.00	0.00
Net Income	2,752.21	-10,693.34	269,155.80	76,766.34	1,073.00

Blanchard/Santa Paula Library District
Profit & Loss Prev Year Comparison
July 2021 through May 2022

	Jul '21 - May 22	Jul '20 - May 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Property Taxes	916,024.68	873,263.65	42,761.03	4.9%
4700 · Grants				
California State Library Grants	94,147.00	63,182.76	30,964.24	49.0%
4705 · Other Grants	0.00	13,086.00	-13,086.00	-100.0%
Total 4700 · Grants	94,147.00	76,268.76	17,878.24	23.4%
4600 · Donations	32,490.50	21,565.82	10,924.68	50.7%
4800 · Library Services	2,494.77	1,181.63	1,313.14	111.1%
4900 · Miscellaneous Income				
Miscellaneous Revenue	263.88	1,833.91	-1,570.03	-85.6%
Total 4900 · Miscellaneous Income	263.88	1,833.91	-1,570.03	-85.6%
Interest Income	2.56	437.03	-434.47	-99.4%
Total Income	1,045,423.39	974,550.80	70,872.59	7.3%
Gross Profit	1,045,423.39	974,550.80	70,872.59	7.3%
Expense				
*Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Salaries & Employee Benefits				
Salaries	395,260.01	451,947.48	-56,687.47	-12.5%
Payroll Tax	32,038.12	36,964.29	-4,926.17	-13.3%
Retirement	63,189.25	59,284.31	3,904.94	6.6%
Health Insurance	57,127.59	54,338.16	2,789.43	5.1%
Insurance- Workers Comp.	1,506.15	1,949.14	-442.99	-22.7%
Total Salaries & Employee Benefits	549,121.12	604,483.38	-55,362.26	-9.2%
Services				
Computer Services	64,464.12	66,731.53	-2,267.41	-3.4%
Collection Development				
AV Materials	4,679.59	4,004.81	674.78	16.9%
Books	37,045.28	29,318.22	7,727.06	26.4%
Databases	10,647.92	12,282.92	-1,635.00	-13.3%
WiFi Hot Spots	8,702.93	5,707.49	2,995.44	52.5%
Periodicals	3,513.90	1,860.65	1,653.25	88.9%
Collection Development - Other	80.00	120.00	-40.00	-33.3%
Total Collection Development	64,669.62	53,294.09	11,375.53	21.3%
Library Supplies	2,405.77	2,549.94	-144.17	-5.7%
Memberships & Dues	3,878.97	2,396.65	1,482.32	61.9%
Programs				
Adult Programs	684.95	680.57	4.38	0.6%
Young Adult Programs	264.61	850.74	-586.13	-68.9%
Children's Programs	3,689.20	5,593.82	-1,904.62	-34.1%
Literacy Programs	2,695.62	3,223.23	-527.61	-16.4%
Total Programs	7,334.38	10,348.36	-3,013.98	-29.1%
Promotion & Public Relations	1,911.77	13,385.64	-11,473.87	-85.7%
Travel and Meetings	41.98	51.25	-9.27	-18.1%
Total Services	144,706.61	148,757.46	-4,050.85	-2.7%
Administration				
Advertising	0.00	135.00	-135.00	-100.0%
Bank Charges	784.66	520.75	263.91	50.7%
Insurance	20,289.72	17,879.18	2,410.54	13.5%
Miscellaneous	130.20	0.00	130.20	100.0%

Blanchard/Santa Paula Library District
Profit & Loss Prev Year Comparison
July 2021 through May 2022

	Jul '21 - May 22	Jul '20 - May 21	\$ Change	% Change
Office Expenses (Office expenses)	9,360.64	6,784.95	2,575.69	38.0%
Payroll Processing	3,229.89	277.40	2,952.49	1,064.3%
Professional Services	19,467.33	30,407.16	-10,939.83	-36.0%
Public & Legal Notices	80.20	477.40	-397.20	-83.2%
Staff Development & Recognition	397.47	497.87	-100.40	-20.2%
Strategic Planning	1,004.90	0.00	1,004.90	100.0%
Telephone Expense	3,497.56	3,525.13	-27.57	-0.8%
Total Administration	58,242.57	60,504.84	-2,262.27	-3.7%
Facilities				
Janitorial Services & Supplies	10,689.81	9,521.05	1,168.76	12.3%
Repairs & Maintenance	13,094.10	14,424.50	-1,330.40	-9.2%
Utilities (Utilities)	35,880.16	28,973.08	6,907.08	23.8%
Total Facilities	59,664.07	52,918.63	6,745.44	12.8%
Total Expense	811,734.37	866,664.31	-54,929.94	-6.3%
Net Ordinary Income	233,689.02	107,886.49	125,802.53	116.6%
Other Income/Expense				
Other Income				
Extraordinary Income (Extraordinar...	5,418.83	4,014.25	1,404.58	35.0%
Library Impact Fees	30,047.95	36,552.63	-6,504.68	-17.8%
Total Other Income	35,466.78	40,566.88	-5,100.10	-12.6%
Net Other Income	35,466.78	40,566.88	-5,100.10	-12.6%
Net Income	269,155.80	148,453.37	120,702.43	81.3%

Blanchard/Santa Paula Library District
 General Fund Deposit Detail
 May 2022

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit	05/05/2/		optimist club	Deposit	1010.10 · General Fund	Programs:Children's P...	400.00
			optimist club	Deposit	Children's Books	Programs:Young Adult...	-200.00
TOTAL							-400.00
Deposit	05/12/2/		State of California	Deposit	1010.10 · General Fund	General Fund	21.25
TOTAL				Tammy Ferg...	4904 · Restitution	General Fund	-21.25
Deposit	05/13/2/			Deposit	1010.10 · General Fund		10.00
TOTAL				Deposit	4804 · Printing & Copying		-10.00
							-10.00
Deposit	05/17/2/			Deposit	1010.10 · General Fund		75,000.00
TOTAL				Deposit	1010.20 · County Accounts	General Fund	-75,000.00
							-75,000.00
Deposit	05/20/2/		Friends Of Blanchard Community Li...	Deposit	1010.10 · General Fund		294.51
			Friends Of Blanchard Community Li...	04-08-22 - 05...	4601 · Friends of the Library	General Fund	-46.50
				04-08-22 - 05...	4801 · Books Lost & Paid	General Fund	-248.31
				04-08-22 - 05...	4805 · Over/Short	General Fund	0.30
TOTAL							-294.51
Deposit	05/26/2/		Friends Of Blanchard Community Li...	Deposit	1010.10 · General Fund		5,200.00
			Friends Of Blanchard Community Li...	Deposit	4600 · Donations	Programs:Young Adult...	-2,500.00
			Friends Of Blanchard Community Li...	Deposit	4600 · Donations	Programs:Children's P...	-1,500.00
			Friends Of Blanchard Community Li...	Juvenile Boo...	4600 · Donations	Books:Children's Books	-1,200.00
TOTAL							-5,200.00
Deposit	05/26/2/		Johnson, Susan	Deposit	1010.10 · General Fund		30.00
				Bone dust W...	4801 · Books Lost & Paid	General Fund	-30.00
TOTAL							-30.00

Blanchard/Santa Paula Library District
Monthly General Fund Check Detail
 May 2022

1:01 PM
06/20/22

Num	Date	Name	Memo	Account	Paid Amount
	05/02/2022	Merchant		1010.10 · General Fund	
				Credit Card Fees	-132.53
TOTAL					-132.53
EFT	05/03/2022	Calif. Public Employees' Retirement System	Classic retirement contribution 03-20-22 - 04-02-22	1010.10 · General Fund	
TOTAL				CALPERS (Payee Accou...	-368.09
					-368.09
EFT	05/03/2022	Calif. Public Employees' Retirement System	Classic retirement contribution 03-20-22 - 04-02-22	1010.10 · General Fund	
TOTAL				CALPERS (Payee Accou...	-1,437.45
					-1,437.45
EFT	05/10/2022	Calif. Public Employees' Retirement System	May 2022 Health Insurance	1010.10 · General Fund	
TOTAL				PERS Group Health Insu...	-3,219.22
				May 2022 Health Insurance	-2,333.25
				May 2022 Health Insurance	-5,552.47
EFT	05/17/2022	Calif. Public Employees' Retirement System	Classic retirement contribution 04-03-22 - 04-16-22	1010.10 · General Fund	
TOTAL				CALPERS (Payee Accou...	-1,454.12
					-1,454.12
EFT	05/17/2022	Calif. Public Employees' Retirement System	Classic retirement contribution 04-03-22 - 04-16-22	1010.10 · General Fund	
TOTAL				CALPERS (Payee Accou...	-300.72
					-300.72
11432	05/05/2022	Baker & Taylor Books	415157 L444180 4 000000	1010.10 · General Fund	
2036661136	04/12/2022		2036661136	General	-18.99
2036661135	04/12/2022		2036661135	General	-38.20
2036661134	04/12/2022		2036661134	General	-165.97
TOTAL					-223.16
11433	05/05/2022	Black Gold Cooperative Library System	2021 - 2022 - 4th QTR	1010.10 · General Fund	

**Blanchard/Santa Paula Library District
Monthly General Fund Check Detail
May 2022**

Num	Date	Name	Memo	Account	Paid Amount
22-271	04/01/2022		2021 - 2022 - 4th QTR eContent Hoopla 2021 - 2022 - 4th QTR	Network Services/ILS Databases Databases WiFi Hot Spots	-13,625.00 -865.00 -1,565.00 -1,160.00 -17,215.00
TOTAL					
11434	05/05/2022	Edison	700501221979	1010.10 · General Fund	
03-21-22 -...	04/11/2022			Electricity	-2,478.45
TOTAL					-2,478.45
11435	05/05/2022	Leonard, Sue	Mending Supplies	1010.10 · General Fund	
Mending S...	04/27/2022		Mending Supplies	Book Binding/Mending	-19.59
TOTAL					-19.59
11436	05/05/2022	Midwest Tape	2000009658	1010.10 · General Fund	
501946998	04/08/2022		INV. 501946998	Children's AV	-136.28
502013272	04/22/2022		502013272	Adult AV	-302.82
TOTAL					-439.10
11437	05/05/2022	Ned Branch	Monthly health insurance reimbursement	1010.10 · General Fund	
May 2022	05/01/2022		Monthly health insurance reimbursement	PERS Group Health Insu...	-565.33
TOTAL					-565.33
11438	05/05/2022	Robert William Company	Invoice 4885	1010.10 · General Fund	
4885	03/31/2022		Engineering - Structural, Land Planning, Roof	1070.10 · Construction In...	-5,542.25
TOTAL					-5,542.25
11439	05/05/2022	Sparkletts	26410174648715	1010.10 · General Fund	
4648715-0...	04/21/2022		4648715-042122	Office Expense	-80.65
TOTAL					-80.65
11440	05/05/2022	T-Mobile	968719262	1010.10 · General Fund	
03-21-22 - ...	04/21/2022		03-21-22 - 04-20-22	WiFi Hot Spots	-355.58

Blanchard/Santa Paula Library District Monthly General Fund Check Detail May 2022

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-355.58
11441	05/20/2022	Amazon Capital Services	A2UKBMZA52GWII	1010.10 · General Fund	
1VV4-WF...	04/21/2022		1VV4-WFXW-KLTD	Literacy Programs	-415.25
1QMR-W...	04/22/2022		1QMR-WMPV-Q9MV - Folding Table	Office Expense	-135.75
191R-N1Y...	05/03/2022		191R-N1YT-4MVL	Children's Books	-116.38
11CJ-K6C...	05/03/2022		11CJ-K6CC-FQQD	Children's Books	-102.90
1HHT-719...	05/09/2022		1HHT-719X-1DVD	Literacy Programs	-298.16
1JEY-TV7...	05/09/2022		1JEY-TV71-VQ7Y - Isopropyl Alcohol	Janitorial Services & Sup...	-75.72
1HTY-96C...	05/11/2022		1HTY-96CC-T6G9 - Folding Table	Office Expense	-248.96
1RV1-4FM...	05/12/2022		1RV1-4FMQ-L1KY -Chromebook bags, Laptop Case	Library Supplies	-147.42
TOTAL					-1,540.54
11442	05/20/2022	Athens Enviromental	A20004977	1010.10 · General Fund	
12224031	05/01/2022		INV. 12224031	Trash	-218.28
TOTAL					-218.28
11443	05/20/2022	Castle Air	BLO522	1010.10 · General Fund	
BLO522	05/05/2022		BLO522	HVAC Maintenance	-1,200.00
TOTAL					-1,200.00
11444	05/20/2022	Channel Islands Pressure Washing	INV. 2205140	1010.10 · General Fund	
2205140	05/09/2022		INV. 2205140	Building Maintenance	-225.00
TOTAL					-225.00
11445	05/20/2022	City of Santa Paula (067000-00)	111-067000-00	1010.10 · General Fund	
03-24-22 - ...	04/22/2022		03-24-22 - 04-24-22	Water and Sewer	-406.34
TOTAL					-406.34
11446	05/20/2022	City of Santa Paula (067500-00)	111-067500-00	1010.10 · General Fund	
03-24-22 - ...	04/29/2022		03-24-22 - 04-24-22	Water and Sewer	-91.70
TOTAL					-91.70
11447	05/20/2022	Kelly Cleaning & Supplies	May 2022	1010.10 · General Fund	

Blanchard/Santa Paula Library District Monthly General Fund Check Detail

May 2022

Num	Date	Name	Memo	Account	Paid Amount
589697239	05/01/2022		May 2022	Janitorial Services & Sup...	-700.00
TOTAL					-700.00
11448	05/20/2022	Landscape Valley		1010.10 · General Fund	
April 2022	05/01/2022			Grounds Maintenance	-305.00
TOTAL					-305.00
11449	05/20/2022	Midwest Tape	2000009658	1010.10 · General Fund	
502043382	05/02/2022		502043382	Adult AV	-179.55
502078002	05/06/2022		502078002	Adult AV	-63.06
TOTAL					-242.61
11450	05/20/2022	Shawn MciMaster	45-minute Family Magic Performance 06-14-2022	1010.10 · General Fund	
June 14, 2...	05/02/2022		45-minute Family Magic Performance 06-14-2022	Children's Programs	-375.00
TOTAL					-375.00
11451	05/20/2022	SoCalGas	151-414-1668-3	1010.10 · General Fund	
04-05-22 - ...	05/06/2022		04-05-22 - 05 04 22	Gas	-37.48
TOTAL					-37.48
11452	05/20/2022	Unique Management Services, Inc.	538	1010.10 · General Fund	
6100884	05/01/2022		INV. 6100884	Collection Services	-39.40
TOTAL					-39.40
11453	05/20/2022	Western Exterminator Company	00093864-7	1010.10 · General Fund	
22384131	04/22/2022			Pest Control	-122.10
TOTAL					-122.10

REGULAR MEETING OF JUNE 28, 2022
F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF JUNE 28, 2022
 G(c) OLD BUSINESS: APPROVE 2022-23 BUDGET

The budget for 2022-23 is attached.

MAJOR CHANGES FROM PREVIOUS YEAR

Revenues

- Property tax projection was increased based on a 4% annual increase, which includes the annual escalator and a projection of the number of new parcels to be taxed.
- Literacy grants for Adult Literacy, Family Literacy are expected to decrease slightly based on information from the State Library.

Expenses

- Payroll increase in January 2024
- Increase in eContent because of Hoopla
- Unfunded Accrued Liability increase from CalPERS

RECOMMENDATION: Staff recommends that the Board approve the 2022-23 budget.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

COMPARISON OF 2021-22 APPROVED BUDGET AND 2022-23 DRAFT BUDGET

		2021-22 BUDGET	2022-23 BUDGET	NET CHANGE	PERCENTAGE CHANGE
REVENUE					
	Pro Tx Curr Secured	\$408,000	\$432,000	\$24,000	5.9%
	Pro Tx Curr Unsecured	\$7,000	\$7,000	\$0	
	Pro Tx Curr Supplemental	\$6,000	\$6,000	\$0	
	Pro Tax Prior Secured	\$0	\$0	\$0	
	Pro Tx Prior Unsecured	\$0	\$0	\$0	
	Pro Tx Prior Supplemental	\$0	\$0	\$0	
	Penalties	\$930	\$930	\$0	
	Interest	\$6,000	\$6,000	\$0	
	HOPTR	\$1,300	\$1,300	\$0	
	RDA Pass Through	\$140,000	\$149,000	\$9,000	
	Special Assessment	\$314,000	\$327,000	\$13,000	4.1%
		\$883,230	\$929,230	\$46,000	5.2%
	Endowment	\$15,000	\$15,000	\$0	
	Donations	\$25,080	\$25,080	\$0	
	Grants	\$69,323	\$5,700	\$10,468	15.1%
	CLLS Adult Literacy		\$29,931		
	CLLS Family Literacy		\$29,160		
	CLLS ESL		\$15,000		
	Fines & fees	\$0	\$0	\$0	
	Printing	\$1,200	\$1,200	\$0	
TOTAL REVENUE		\$993,833	\$1,050,301	\$56,468	5.7%
Payroll & Benefits					
	Salaries	\$503,100	\$530,340	\$27,240	5.4%
	PERS Retirement	\$25,440	\$26,880	\$1,440	5.7%
	Unfunded Accrued Liability	\$48,360	\$59,040	\$10,680	22.1%
	FICA 0.077	\$38,580	\$40,680	\$2,100	5.4%
	PERS Group Health	\$34,080	\$34,080	\$0	0.0%
	PERS Group Health Annuitants	\$25,080	\$30,000	\$4,920	19.6%
	SUI	\$3,500	\$3,500	\$0	0.0%
	PERS 457 Plan	\$0	\$0	\$0	
	Insurance--Workers Comp	\$2,540	\$3,140	\$600	23.6%
		\$680,680	\$727,660	\$46,980	6.9%
Services					
	Communications	\$0	\$0	\$0	
	Computer services	\$3,000	\$3,000	\$0	
	Service Agreements	\$9,120	\$10,320	\$1,200	13.2%
	Publicity	\$5,800	\$5,800	\$0	
	Collection development				
	Books				
	Young adult books	\$3,000	\$3,000	\$0	
	General	\$16,560	\$16,560	\$0	
	Children's books	\$6,600	\$6,600	\$0	
	A/V materials				
	Young adult	\$600	\$600	\$0	
	General	\$3,000	\$3,000	\$0	
	Children's	\$1,200	\$1,200	\$0	
	eContent		\$12,000	\$12,000	
	Databases	\$8,280	\$600	-\$7,680	-92.8%
	Periodicals	\$2,520	\$2,520	\$0	

WiFi Hotspots	\$6,000	\$9,600	\$3,600	60.0%
Library supplies				
Book binding/mending	\$2,040	\$2,040	\$0	
Library materials--other	\$0	\$0	\$0	
Memberships & dues	\$5,040	\$5,040	\$0	
Network services	\$64,000	\$64,000	\$0	
Over/short				
Programs				
Literacy	\$8,040	\$8,040	\$0	
Adults	\$4,560	\$4,560	\$0	
Children's	\$14,040	\$14,040	\$0	
Teens & Young adults	\$5,040	\$5,040	\$0	
Travel & meetings	\$2,160	\$2,160	\$0	
Total Services	\$170,600	\$179,720	\$9,120	5.3%
Administrative				
Advertising	\$360	\$360	\$0	
Bank charges	\$480	\$480	\$0	0.0%
Computer services	\$2,520	\$2,520	\$0	0.0%
Office expense	\$7,560	\$7,560	\$0	0.0%
Postage	\$1,200	\$1,200	\$0	0.0%
Professional services				
Legal	\$6,000	\$6,000	\$0	0.0%
Accounting	\$11,040	\$11,040	\$0	0.0%
Audit	\$12,000	\$13,000	\$1,000	8.3%
Grant Writing	\$1,000	\$1,000	\$0	0.0%
Insurance	\$22,080	\$26,280	\$4,200	19.0%
Printing	\$2,760	\$2,760	\$0	0.0%
Telephone expense	\$4,320	\$4,320	\$0	0.0%
Staff development & recognition	\$2,040	\$2,040	\$0	0.0%
Strategic Planning	\$3,000	\$3,000	\$0	0.0%
Total	\$76,360	\$81,560	\$5,200	6.8%
Facilities				
Janitorial services & supplies	\$10,080	\$10,080	\$0	
Grounds maintenance	\$5,040	\$5,040	\$0	
Building security	\$1,560	\$1,560	\$0	
Buidling maintenance	\$12,480	\$12,480	\$0	
Utilities				
City of Santa Paula	\$6,000	\$6,000	\$0	
SoCal Edison	\$26,520	\$30,000	\$3,480	
The Gas Co.	\$1,200	\$1,200	\$0	
Trash	\$2,280	\$3,000	\$720	
Total	\$65,160	\$69,360	\$4,200	6.4%
TOTAL OPERATING EXPENSES	\$992,800	\$1,058,300	\$65,500	6.6%
OPERATING SURPLUS/(DEFICIT)	\$1,033	-\$7,999	-\$9,032	-874.3%
Extraordinary Expenses				
Equipment replacement reserve	\$18,000	\$18,000	\$0	
Legal	\$0	\$0	\$0	
	\$18,000	\$18,000	\$0	0.0%
NET SURPLUS/(DEFICIT)	-\$16,967	-\$25,999	-\$9,032	53.2%
REIMBURSEMENT FROM DIF FUND	\$25,000	\$30,000	\$5,000	20.0%
TOTAL SURPLUS/(DEFICIT)	\$8,033	\$4,001	-\$4,032	-50.2%

REGULAR MEETING OF JUNE 28, 2022

G(d) OLD BUSINESS: 2022-23 CONTRACT FOR THE DISTRICT DIRECTOR

The current contract between the District and the District Director will expire on June 30, 2022. Until a new contract is signed, the existing contract will renew for one month at a time.

RECOMMENDATION:

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

REGULAR MEETING OF JUNE 28, 2022

H(a) NEW BUSINESS: UNFUNDED ACCRUED PENSION LIABILITY PAYMENT

See the attached page from the CalPERS Actuarial Valuation as of June 30, 2020. The total of monthly payments for the year will be \$54,469. If we prepay for the entire year in July, the lump sum payment would be \$52,657, a difference of \$1,812.

We can make the lump sum payment from the Blake account, which contains funds that are not earmarked for any particular purpose, and repay the account monthly in the amount we would otherwise have had to pay CalPERS.

RECOMMENDATION: Staff recommends making the lump sum prepayment of \$52,657 from the Blake account and then make a monthly deposit of \$4539.08 back to that account.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

Required Employer Contributions

Required Employer Contributions	Fiscal Year
	2022-23
Employer Normal Cost Rate	8.63%
<i>Plus</i>	
Required Payment on Amortization Bases¹	\$51,589
<i>Paid either as</i>	
1) Monthly Payment	\$4,299.08
<i>Or</i>	
2) Annual Prepayment Option*	\$49,873
<p><i>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll and paid as payroll is reported) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).</i></p> <p><i>* Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31).</i></p>	

	Fiscal Year	Fiscal Year
	2021-22	2022-23
Development of Normal Cost as a Percentage of Payroll		
Base Total Normal Cost for Formula	15.57%	15.56%
Surcharge for Class 1 Benefits ²		
None	0.00%	0.00%
Phase out of Normal Cost Difference ³	0.00%	0.00%
Plan's Total Normal Cost	15.57%	15.56%
Formula's Expected Employee Contribution Rate	6.92%	6.93%
Employer Normal Cost Rate	8.65%	8.63%

¹ The required payment on amortization bases does not take into account any additional discretionary payment made after April 30, 2021.

² Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges for each benefit.

³ The normal cost change is phased out over a five-year period in accordance with the CalPERS contribution allocation policy.

Required Employer Contributions

	Fiscal Year
Required Employer Contributions	2022-23
Employer Normal Cost Rate	7.47%
<i>Plus</i>	
Required Payment on Amortization Bases ¹	\$2,880
<i>Paid either as</i>	
1) Monthly Payment	\$240.00
<i>Or</i>	
2) Annual Prepayment Option*	\$2,784
<p><i>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll and paid as payroll is reported) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).</i></p> <p><i>* Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31).</i></p>	

	Fiscal Year	Fiscal Year
	2021-22	2022-23
Development of Normal Cost as a Percentage of Payroll		
Base Total Normal Cost for Formula	14.34%	14.22%
Surcharge for Class 1 Benefits ²		
None	0.00%	0.00%
Phase out of Normal Cost Difference ³	0.00%	0.00%
Plan's Total Normal Cost	14.34%	14.22%
Plan's Employee Contribution Rate ⁴	6.75%	6.75%
Employer Normal Cost Rate	7.59%	7.47%

¹ The required payment on amortization bases does not take into account any additional discretionary payment made after April 30, 2021.

² Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges for each benefit.

³ The normal cost change is phased out over a five-year period in accordance with the CalPERS contribution allocation policy.

⁴ For detail regarding the determination of the required PEPRA employee contribution rate see Section on PEPRA Member Contribution Rates.

REGULAR MEETING OF JUNE 28, 2022

H(b) NEW BUSINESS: 2022 SANTA PAULA SOCIETY OF THE ARTS ANNUAL ART SHOW SCHEDULE

The Santa Paula Society of the Arts (SPSA) has requested to use the library to host the 2022 Annual Art Show. The 2020 show was cut short by the closing of the library because of Covid, and SPSA cancelled the show last year. SPSA proposes to conduct art intake and hang the show the last weekend of August and for the show to run for approximately the next four weeks. The library has hosted the show for approximately 30 years.

RECOMMENDATION: Staff recommends the Board approve hosting the 2022 Santa Paula Society of the Arts Annual Art Show.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

REGULAR MEETING OF JUNE 28, 2022
I(a)(i) REPORTS: PUBLIC SERVICES

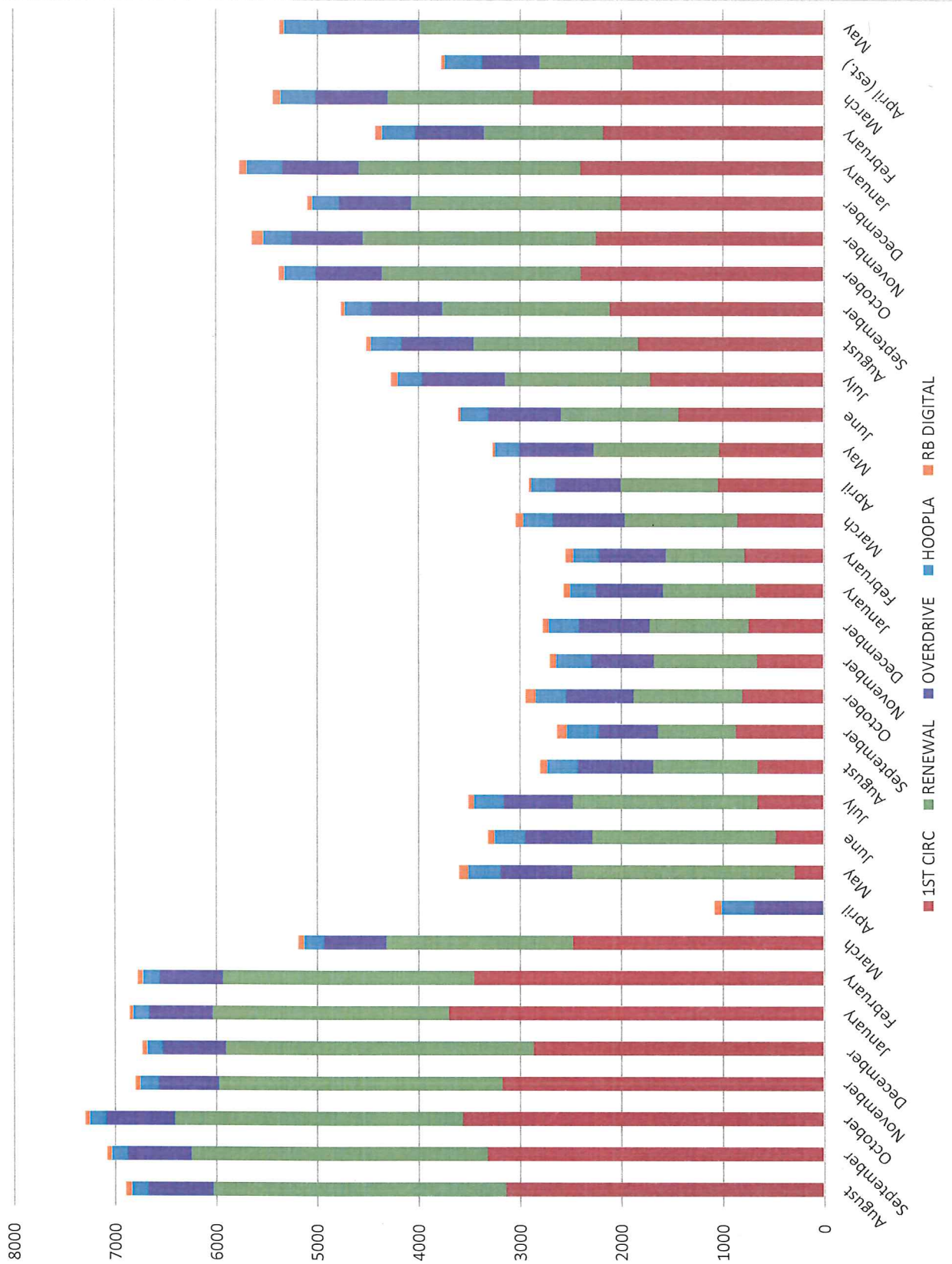
REGULAR MEETING OF JUNE 28, 2022
I(a)(ii) REPORTS: FACILITIES

REGULAR MEETING OF JUNE 28, 2022

I(a)(iii) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Status of library operations as a result of state and county health orders regarding mitigation of COVID 19/staff vaccination.

TOTAL CIRCULATION



hOOPLA

